

California Energy Commission



CLASSIFICATION: Energy Resources Specialist III (Managerial)
(Will consider Training & Development Assignment)

TENURE/TIME BASE: Permanent/Full Time

SALARY: \$8,731 - \$9,916

LOCATION: Energy Assessments Division, Demand Analysis Office

FINAL FILING DATE: Until Filled

The mission of the Energy Assessments Division (EAD) is to conduct assessments of California's electricity, natural gas, petroleum, and transportation systems and trends and to provide that information to the state's decision makers and the public. This information assists these and other stakeholders to develop energy policies that balance the need for adequate resources with economic, public health, safety, and environmental goals. The EAD consists of a multi-disciplinary staff of economists, engineers, scientists, responsible for developing methodologies, models, and data for analyzing energy supply and demand. The division's emphasis is on building staff capabilities in the latest modeling and analytical techniques to assess and forecast California's energy needs.

The EAD is in a time of transition and expansion: its traditional work evolves as new technologies impact how we create, distribute, and use energy, while new work and staff positions also have been added. As a result, the EAD seeks individuals who will welcome the opportunity to be part of an organizational review, learning the work of the division, and working with staff and management to determine and implement an organizational structure that will best facilitate the work of the division.

Under the general direction of the Deputy Director, the Energy Resources Specialist III (Managerial) (ERS III) currently is responsible for planning, organizing, directing, and managing the staff and activities of the Demand Analysis Office (DAO). The ERS III advises the Deputy Director, Executive Director, and Commissioners on a broad range of issues related to: electricity and natural gas demand forecasting, modeling methodologies, end use consumption trends, economic and demographic trends, energy consumption data collection, temperature/load relationships, and impacts of the State's preferred resources on demand, such as energy efficiency, demand response, distributed generation, and electrification.

DUTIES/RESPONSIBILITIES include but are not limited to:

Plan, organize and direct the overall work of a professional staff engaged in developing the state's energy and peak demand forecasts, carrying out data collection and its related regulations, and conducting other customer-side analysis of preferred energy policies on consumption trends. This responsibility includes preparation and monitoring of office work plans, training and development plans, and budgets; preparing succession plans; resolving problems and facilitating open communication within the Office, between the Office and other parts of the Commission and other agencies; ensuring clear stakeholder communication; facilitating a positive and professional work environment within the Office; directing and reviewing staff work products and holding staff accountable for their products and performance; and ensuring adequate communication and review by the Executive Office and Commissioners.

Plan, organize, and direct the work of staff engaged in developing new disaggregated forecasting methodologies and building new analytical capability. This responsibility includes resolving

problems and facilitating open communication within the Office, between the Office and other parts of the Commission and other agencies; ensuring clear stakeholder communication; reviewing staff work products and holding staff accountable for their products and performance; and ensuring adequate communication with and review by the Executive Office and Commissioners.

Assist the Deputy Director and serve as a member of the Division's management team in establishing and implementing division programs, administrative policies, budgets and resource plans, long-term direction and strategic plans, and procedures.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Experience in supervising a technical program or other analytic function, especially in times of organizational change.
- Ability to manage multiple projects with varying priorities and to direct various staff assigned to each project toward the production of timely, quality work products.
- Familiarity with techniques of project management, team building, and a demonstrated ability to get along with individuals whose analysis may represent difficult conclusions or contrary opinion.
- At least a general knowledge of the technical subjects analyzed by the Division.
- Ability to direct, motivate, and earn the respect of staff.
- Ability to manage and resolve conflict.
- Ability to represent the Division in meetings and/or workshops with agencies, interest groups/public as well as public meetings, conferences and hearings sponsored by assigned Committees/Commission.
- Excellent writing, editing, communication, and organizational skills.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the State Restriction of Appointments (SROA) process: SROA/SURPLUS/REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #820-096 and Position #820-4805-001 in the "Explanation Section" of the STD. 678.**

***Please Note:** Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

SUBMIT APPLICATIONS TO:

Personnel Services Office
ATTN: RPA #820-096
1516 9th Street, MS-3
Sacramento, CA 95814

View full Duty Statements:

<http://www.energy.ca.gov/careers/jobs.html>

For additional questions regarding this recruitment, you may contact (916) 654-4309 or email personnelservices@energy.ca.gov.

California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922